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PERSONNEL MANAGEMENT
ACTIVITIES AND ACCOMPLISHMENTS FY 1986

1. Initiated a pilot project in the Southeastern United States to evaluate and study a more regionalized recruiting effort to ensure the most efficient means of meeting our personnel needs. This will be the prototype program for implementation in other areas of the United States.

2. A new interview format for selection of Special Agents is currently being implemented. This new system was developed by an outside contractor and requires modifications in our existing system.

3. Through some selective advertising and the establishment of regional recruiters, the FBI has begun implementation of a college relations program. This program will permit the FBI to staff positions in a more efficient and effective manner.

4. Numerous training seminars have been held to assure the development of employees in the various specialties.

5. On a continuing basis, each field office and headquarters division is inspected every two years, for compliance with proper operating procedures.

6. Surveys were executed and conferences and meetings held to enhance and expand the process of computerization of numerous personnel related activities, of which many are still on-going.

7. Completed in-depth study of both final and proposed regulations, governing the Performance Management System (PMS), that was issued by OPM on 3/11/80. Policy establishing a PMS for FBI employees, has been written and sent to the Department of Justice and Office of Personnel Management for approval.

8. To implement the Senior Executive Service (SES) for the FBI's Supergrade employees, a legislative package was drafted for the review and approval of the Department of Justice, Office of Personnel Management and Office of Management and Budget, prior to submission to Congress for enactment.

9. A field wide survey was conducted to assess the field support personnel needs for FY 1987.

10. Several position classification studies were initiated and/or completed, to revise position descriptions that were no longer accurate, to initiate new programs and/or to develop

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career ladders. Some of the positions involved were: Staffing Specialists, SAC/ASAC Secretaries, NCIC Operator positions, Bulky Exhibits, Computer Assistants, and Omnibus positions.

11. The overall objective of the job/task analysis for all support positions is to ensure all selection and promotional procedures for Support Positions are job-related and valid.

The specific objectives of this project are limited to: defining the various support positions according to the types of tasks performed; determining the types of knowledges, skills, abilities, and other attributes required to perform those tasks; and determining the training requirements associated with each of the positions defined.

Phase one, directed at studying GS support positions in our 59 field offices has been completed. Occupational Survey and Response booklets were administered to 4,487 field office support personnel. The data obtained was entered into a computer and a report completed.

The Headquarters portion (phase two) is near completion. Five Occupational Survey booklets have been printed and are ready for distribution to approximately 7,000 employees.

We are in the process of selecting an outside firm which will be required to develop valid job-related selection and promotion criteria for support positions. Further the firm will be responsible for developing validated testing for positions, as required to ensure the FBI is hiring and promoting support personnel based on merit principles.

We have not been content to wait for the job/task analysis to be completed. In the interim, a Human Resources Planning Group, a Career Guidance Program, and a Staffing team have been established to develop a more professional and coordinated approach to resolving these issues. Presently this effort is concentrating on developing a system for matching people and jobs, providing a career counseling service, and improving communications at all levels.

12. During FY 1986, a total of 431 new Agents entered on duty. Among them were many with specialized backgrounds for which there was a need, including 47 accountants, 86 attorneys, 7 linguists and 28 engineers/scientists.

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13. A total of 1,817 general support applicants were sworn on duty during FY 1986 - - 1,219 at FBIHQ and 598 in the various field offices. An additional 183 appointments were issued to support applicants for a variety of specialty positions including Language Specialists.

14. The FBI has conducted numerous background investigations for DEA and they subsequently hired 986 SAs for their organization. The anticipated hires for this fiscal year had been set at 500-550.